

15 September 1954

RECOMMENDATION #1

The Director of Security should commend his personnel, including those in the domestic Field Offices for their excellence of performance, discipline under difficult circumstances, and devotion to duty. They should know also that the Security Office is effectively carrying out the Security programs and policies of the Agency.

ACTION

This recommendation was implemented by a memorandum of commendation to all members of the Security Office, issued 27 July 1954 by the Director of Security.

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RECOMMENDATION #5

The Area Divisions in DD/P should be required to submit to the Security Office by 1 November 1954 the names of their covert operational employees and those engaging in proprietary operations not heretofore submitted so that proper investigations or clearances as appropriate can be made.

ACTION

The names of covert operational employees and those engaging in proprietary operations not heretofore submitted have been requested of the DD/P by the Security Office.

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RECOMMENDATION #7

The DD/A should personally review the status of the Agency's Safety Program, and take steps to insure that a program sufficient to meet the demands of the Agency is developed.

ACTION

This Office is prepared to brief the DD/A on the Agency Safety Program at his convenience. This Office has experienced considerable difficulty in finding fully qualified and experienced safety men to fill the two safety officer slots available in this Office. One position has been filled continuously and the second position has only been filled temporarily for a few months. The incumbent of the second position has indicated he intends to leave soon.

With respect to the statement that only one scheduled fire drill took place in 1953, the record shows that nine fire drills were held during that year, but that only one drill had been held in 1954 up to the time of the Inspector General's survey. Subsequent to the Inspector General's survey, there have been seventeen fire drills held. This program of fire drills will continue to receive appropriate attention in the future.

As a matter of interest, the following statistics reflect the activity of the safety officer during the period of January 1954 through July 1954:

Fire and Safety Survey Reports	2
Special Safety Investigations	89
Floor loading decisions	46
Fire Drills (Buildings)	18
C.D. Evacuations (Air Raid Drill)(Buildings)	28
Inspections re Construction, Remodeling, Moving	15
Review of Emergency Evacuation Plans	8
Emergency Planning Conferences and Meetings	12
Safety Meetings	2

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RECOMMENDATION #8

It is undesirable that CIA must depend on a guard force responsible to another agency with full Civil Service job protection. The DD/A and the Director of Security, in collaboration with General Counsel, should determine what administrative and legal problems must be overcome in order to develop a guard force trained and controlled by CIA.

ACTION

The matter of an independent CIA guard force has heretofore been given a great amount of consideration. It has been determined that until the Agency is housed in one building, it is not feasible administratively to establish an independent guard force.

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RECOMMENDATION #10

The Inspector General should conduct a specific review of the progress and degree of Agency-wide support and coordination of Project [REDACTED]

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ACTION

The representative of the Inspector General's Office has been fully briefed by the Chief of the Security Research Staff, Security Office, on the subject of [REDACTED]

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The Director of Security concurs in the recommendation of the Inspector General and suggests that such a review of Project [REDACTED] be made on an Agency-wide basis.

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RECOMMENDATION #12

The Personnel-Medical-Security Panel which considers complicated security cases at the request of the Director of Security should be expanded to include two additional disinterested persons, chosen from DD/P and DD/I components.

ACTION

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So included?*

The report is in error in stating that the Personnel-Medical-Security Panel considers complicated security cases. Cases which are referred to the Personnel-Medical-Security Panel are those of an administrative or medical nature which do not have security implications sufficient to be acted upon by the Security Office.

This Office does not concur in the recommendation that the Panel should be expanded.

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RECOMMENDATION #13

The status of the Inspection Division should be changed from a division to a staff since it is not a line command function.

ACTION

This recommendation was implemented on 29 July 1954.

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RECOMMENDATION #14

The Physical Security Branch should be made a division and five additional people be added to the T/O.

ACTION

Decision on action to change the Physical Security Branch to a division is being withheld pending completion of the current Management survey and a further study of other possible organizational changes within the Security Office structure. However, a request for additional personnel in the Physical Security Branch is presently being prepared at this time for submission to the Personnel Office.

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RECOMMENDATION #15

A new component should be created in the Special Security Division known as the Special Projects Branch, which would consolidate under one administrative head the Operations Support and Special Inquiry Desk, the Counter Intelligence Desk, and Labor Officer in the Operations Branch, and the Correspondents Section.

ACTION

This Office concurs in the recommendation that certain desks in the Operations Branch/Special Security Division should be consolidated into a new Special Projects Branch in Special Security Division. However, action has been withheld pending the completion of the Management survey currently in progress, so that advantage may be taken of its recommendation on this subject.

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RECOMMENDATION #16

Consideration be given to classifying the position of Chief, Alien Affairs Staff, at the same grade in existence or recommended for the other Security Office Staff Chiefs.

ACTION

This recommendation has been accomplished.

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RECOMMENDATION #17

The Security Office Career Service Board should select pertinent parts of its minutes for general dissemination to Headquarters and Field Offices and should devise a method for developing with all personnel of the office long-range career plans including timing, training, rotation, and promotion.

ACTION

At the last meeting of the Security Office Career Service Board, it was informally proposed that consideration be given to the elimination of routine promotion matters by the Career Service Board, and that more attention be devoted at Career Service Board meetings to long-range career plans. This proposal will be taken up for formal discussion at the next meeting of the Career Service Board.

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RECOMMENDATION #19

The Director of Security and other officials concerned should be commended on the soundness of the technical interview program.

ACTION

The Director of Security has received commendation from the DD/A and the Inspector General as a result of the subject Inspector General report.

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Recommendation #20 - ACTION, Cont'd.

b. Observation is made on page 15 of the report that an audit should be made to determine whether the position of Chief of the Operations Branch, Special Security Division should not be increased from grade GS-14 to GS-15.

This Office proposes to submit a request for the increase in grade from GS-14 to GS-15 for the position of Chief, Operations Branch, Special Security Division, when the current request for increase in grades of chiefs of field offices, now pending in the Office of Personnel, is resolved.

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Recommendation #20 - ACTION, Cont'd.

f. On page 19 the report recommends that those members of the clerical staffs of field offices who have not been afforded a technical interview be so interviewed at the soonest possible date.



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Recommendation #20 - ACTION, Cont'd.

i. On the subject of quarterly conferences, the Inspector General recommends that the quarterly field conferences should devote more time to general CIA activities and developments.

Steps are being taken to carry out this recommendation.

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Recommendation #20 - ACTION, Cont'd.

k. Page 25, paragraph 8, suggests the development of a procedural manual for the Security Division and Branches.

Thought has been given to the development of such manuals; however, in view of the close integration of the Security Division and each of its branches, the necessity for independent judgment in connection with its problems, and considering the heavy work load of our various components, it has been felt that the formulation of such manuals should not be given high priority among the work requirements of the Division.

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